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Training 3-1

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16 November 1961

MEMORANDUM FOR: Division and Staff Chiefs

SUBJECT : Records Center Workshop

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1. On 29 November [redacted] will conduct a workshop on the Records Center operation. The instruction includes such general topics as Transferring Materials to Records Center, Reference Service, and Records Disposition at Records Center. It is designed for those individuals whose duties include the elemental activities of our business with the Center, packing the boxes, completing shelf lists and other forms, maintaining records files, requesting reference service, etc. It will give them detailed knowledge of procedures and the proper handling of materials. While the workshop is basically for this group of employees, others are by all means welcome to attend - supervisors, Division Records Officers, and Division Chiefs.

2. The first workshop will be held from 0900-1200 in Room [redacted], the CIA theater known as the "Green Room". It will be repeated as necessary to accomodate us.

3. Please submit to me by c.o.b. 24 November the names of all persons on the Records Center "firing line" so that they can be scheduled to attend the workshop, as well as the names of others who are interested.

/s/
[redacted]
Assistant Chief, Administrative Staff/OS

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